



State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

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Wisconsin's Forestry Best Management Practices Advisory Committee Operational Guidelines

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I. Advisory Committee Charge

The Forestry Best Management Practices (BMP) Advisory Committee was created in November 2001 to provide leadership, advice, and guidance to the Department of Natural Resources in order to promote the long-term success of the Forestry BMP Program. The Committee works with the Department to strategically position Wisconsin as a leader in this voluntary approach to address federal forest water quality concerns. This group of advisors is committed to the long-term maintenance and continual improvement of water quality when implementing forest management activities. The Committee will advise on the following issues as they affect the Forestry BMP Program:

- Protecting water quality through the voluntary regulation of forest management activities and use of Forestry BMPs that are practical and cost-effective.
- Pursuing research that will guide the update and development of Forestry BMPs.
- Monitoring the application and effectiveness of Forestry BMPs.
- Assessing the implementation of Forestry BMPs to achieve sustainable forest management goals.
- Developing education, training and outreach initiatives.
- Increasing public awareness and understanding about Forestry BMPs and how they help to improve the social, economic, and ecological values of Wisconsin's forests.

II. Advisory Committee Membership

There is created in the Department of Natural Resources, a Forestry Best Management Practices Advisory Committee consisting of representatives from a variety of interests and backgrounds. The following organizations are involved:

- 1000 Friends of Wisconsin
- Forest Industry Safety and Training Alliance
- International Paper
- Lake States Lumber Association
- River Alliance of Wisconsin
- Society of American Foresters
- Stora Enso North America
- The Nature Conservancy
- Timber Producers Association
- Trout Unlimited
- US Forest Service
- Wisconsin Association of Lakes
- Wisconsin Council on Forestry

- Wisconsin County Forests Association
- Wisconsin DNR, Division of Water
- Wisconsin Paper Council
- Wisconsin Professional Loggers Association
- Wisconsin Sustainable Forestry Initiative Implementation Committee
- Wisconsin Wetlands Association
- Wisconsin Woodland Owners Association

Each representative shall be invited by the DNR to sit on the Committee.

When membership has been accepted, the member will be expected to fulfill their duties of membership, by attending meetings and completing various tasks. If the member is not able to fulfill their duties, they are responsible for finding an alternate committee member from the organization they represent.

The Committee will meet three times per year. The DNR is responsible for arranging the meeting times and informing the Committee with enough advanced notice so that the meetings will not interfere with the member's duties to the organization they represent.

III. Advisory Committee Operations

The Advisory Committee functions in the following manner:

A. Agendas

Tentative meeting locations, times, and dates will be confirmed at the preceding meeting. There will also be a discussion at the preceding meeting of what items should be on the agenda for the next meeting. The Forestry BMP staff from the DNR (Forest Hydrologist, BMP Forester, or Riparian Management Forester) will be responsible for preparing the agenda. Agendas will follow some modification of this format:

9:00 AM	Welcome and Introductions
9:30 AM	Review of last meetings notes and discussion of any follow-up items
9:45 AM	ITEM
10:30 AM	Break
10:45 AM	ITEM
12:00 PM	Lunch
1:00 PM	ITEM
2:00 PM	ITEM
3:15 PM	Prepare for next meeting
3:30 PM	Adjourn

Discussion times for particular items should be changed according to need. Individuals who want to discuss an item or present material should send a draft to the DNR Forest Hydrologist at least 21 days prior to the meeting. Agendas will be made final one week before the meeting date.

B. Meeting Summaries

A summary of each meeting will be prepared by the DNR Forestry BMP staff and sent to all committee members within 30 days of the meeting.

C. Working Groups

If a particular issue or issues appear to be more than what can be addressed at committee meetings, the Committee may use working groups. The Advisory Committee will determine as a group which members would be appropriate to serve on the working group. The Committee will also determine if other knowledgeable individuals (outside of the Committee) should be sought out to participate in the working group. If necessary a working group chair will be assigned as the leader of the working group. The size, occurrence of meetings, etc. of the working group will depend on the particular task to be accomplished.

D. Ground Rules

Each member will be expected to attend each meeting and complete any assigned tasks. If the member is not able to fulfill their duties, they are responsible for finding an alternate committee member from the organization they represent to serve on the Committee.

Each member has the responsibility to freely express his/her feelings and perspectives on the issues discussed at any meeting.

Each member must treat other members with respect, courtesy, and professionalism. Any inappropriate conduct will not be tolerated.

E. Decision Making

The Committee will strive to use full consensus as a decision making process.

"Consensus" is defined as a point where all Committee members can agree to support the decision. The Committee will strive for consensus by ensuring that all members feel they have had an opportunity to explain their position and influence the decision. Discussions will be interest-based, not position-based. Committee members agree to clearly articulate the basis for their inability to reach consensus when such a situation arises, and to articulate what could be done to allow them to reach consensus.

F. New Members

Organizations asked to serve on the Committee have the right to select a representative from among their membership to serve on the Committee. When a representative wishes to step down, the Organization is asked to appoint a new representative to take their place. It is recommended, but not required, that the representative stepping down mentor their replacement through a transitional period. During this time the Organization may send two representatives (the member stepping down and the newly appointed member) to a meeting. The Organization will only be allowed to cast one vote when a formal vote is called. However, each may voice their opinion when the Advisory Committee is working to reach consensus on an issue. This transitional period shall not last more than two meetings.

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